



Form I-9 Returned for Correction

Date: _____ Campus: _____
To: _____ Employee Name: _____
From: _____ Employee ID: _____

The Office of Client Services at the Research Foundation of CUNY received a Form I-9 for the above referenced employee that is not in compliance with Department of Homeland Security regulations. The form is being returned for correction for the reasons noted below. Please be mindful that corrections to section 1 must be made by the employee and corrections to sections 2 and 3 must be made by the I-9 agent who certified the I-9. All changes must be dated and initialed.

This I-9 is being returned for the reason(s) selected/highlighted below:

GENERAL I-9 VIOLATIONS

- White out was used on the form
- An expired version of Form I-9 has been completed
- Sections of the form have been highlighted

ACTION TO TAKE: If one of the above three reasons has been selected, you are required to recreate the I-9, attach the old I-9 to the new form, and forward both original forms to the Office of Client Services. When recreating the I-9, copy the information as it appears on the original form- Do not ask the employee to provide the original document(s) again.

E-VERIFY-RELATED DISCREPANCIES

- The employee was not E-Verified.
- The hire date on the E-Verify confirmation page does not match the hire date on the I-9.
- The document(s) listed on the I-9 does not match the document(s) selected for E-Verify.
- Other _____

ACTION TO TAKE: If this employee has not been E-Verified, the E-Verify query must be submitted as soon as possible. Hire date and document discrepancies require a written justification to be attached to the I-9. Please do not submit a new E-Verify query to rectify the discrepancy.

SECTION 1- Corrections to this section must be made by the employee. Corrections must be initialed and dated.

- The maiden name field has been completed when not applicable.
- P.O. Box has been provided in the address field instead of the employee's home address.
- The address field has not been properly completed.
- The date of birth field has been left blank or has been completed incorrectly.
- The social security field has been left blank or has been completed incorrectly.
- The employee did not check the appropriate attestation box.
- This employee is a lawful permanent resident and did not provide the alien # in the attestation box.
- This employee is an alien authorized to work and did not provide the alien # or admission # in the attestation box.
- This employee is an alien authorized to work and did not provide the expiration date of employment authorization in the attestation box.
- The employee did not sign the form.
- The employee signed the form twice.
- The employee did not date the form.
- Section 1 has been fully completed for a rehire or reverification of a current employee when only the employee's first and last name is required.
- Other _____

SECTION 2- Corrections to this section must be made by the I-9 agent who certified the I-9. Corrections must be initialed and dated.

- The document(s) provided is expired List A doc List B doc List C doc
- The document(s) is not listed under the appropriate list(s) List A doc List B doc List C doc
- The correct issuing authority has not been provided List A doc List B doc List C doc
- The document information has not been provided in the appropriate fields List A doc List B doc List C doc
- The document(s) listed does not match the attestation in section 1.
- The alien number has been provided for a permanent resident card instead of the card number.
- The alien number has been provided for an alien authorized to work instead of the card number on the EAC.
- A foreign passport has been listed without the I-94 number and expiration date.

- A list B document without a photograph has been provided.
- The certification date does not match the start date of the PAF.
- Section 2 has not been signed.
- Section 2 has not been dated.
- The 'Print Name' field has been left blank or has been completed incorrectly.
- The 'Title' field has been left blank or has been completed incorrectly.
- The college name has not been provided in the address field.
- The college's full address has not been provided in the address field.
- The notation 'For RF-CUNY' has not been included in the address field.
- Information appears in section 2 when section 3 is required.
- Other _____

SECTION 3- Corrections to this section must be made by the I-9 agent who certified the I-9. Corrections must be initialed and dated.

- The 'New Name' field has been completed when not applicable.
- The 'New Name' field has been left blank.
- The 'Date of Rehire' field has been left blank.
- The 'Date of Rehire' field has been completed when not applicable.
- Block C has been left blank or is missing Document Title Document Number Expiration Date
- Section 3 has not been signed.
- Section 3 has not been dated.
- Section 3 has been completed when not applicable.
- Other _____

MAKING CORRECTIONS TO SECTIONS 1, 2 AND 3:

Please enter the appropriate information in all mandatory fields that have been left blank. If a correction is required, strike a line through the incorrect information, insert the correct information, initial, and date the change. Corrections to section 1 must be made and initialed by the employee. Do not use white-out when making corrections. If you are unsure on how to make a specific correction, please contact the Campus Personnel Coordinator assigned to your campus **before** taking an action.

DATING VIOLATIONS

- Section 1 has been dated after the start date.
- Section 1 has been dated after the E-Verify submission date.
- Section 2 has been dated after the 4th day of employment.
- Section 2 has been dated after the E-Verify submission date.
- Section 3 has been dated after the date of rehire.
- The offer date is after the I-9 was completed.

ACTION TO TAKE: Federal regulations mandate that all hires complete section 1 of Form I-9 before being allowed to start work for pay. Section 2 of the form must be completed, signed, and dated by the 4th day of employment. Furthermore, the I-9 Form must be fully completed before an E-Verify query is submitted. If a dating violation has been made on this employee's I-9, please attach a written justification to the form and forward it to the Office of Client Services.

TRAINING OPPORTUNITIES- Please check all that apply and return this section of the form to the attention of Yiciana Rodriguez at the Research Foundation of CUNY (230 West 41st Street, 7th Floor New York, NY 10036).

Name _____ Campus _____ E-mail Address _____

- I would like to receive training materials via interoffice mail**
 - Completing Form I-9 E-Verify compliance I-9 samples/visuals
- I would like to receive training materials via e-mail**
 - Completing Form I-9 E-Verify compliance I-9 samples/visuals
- I would like one-on-one training at the Research Foundation**
 - Completing Form I-9 E-Verify compliance
- I would like the following I-9/E-Verify related question(s) answered:**

